

SPECIAL PROJECTS/CONTRACTS MANAGER

DISTINGUISHING FEATURES

The Special Projects/Contracts Manager exists to oversee services and programs for people with disabilities, city and intergovernmental agreements, leases, and contracts in the Community Services Department. This classification is not supervisory. Work is performed under general supervision by the Parks, Recreation and Facilities Director and Community Services General Manager.

ESSENTIAL FUNCTIONS

Manage Tournament Players Club (TPC) and Bureau of Reclamation (BOR) agreements. Maintain communication links with agency representatives to develop plans, resolve issues, and insure conformance with contractual terms. Coordinate and manage issues of included properties with City staff, contractors, and City Council. Insure a successful Phoenix Open Tournament annually, working with the various organizations. Insure the City meets its contractual requirements on commitments made to PGA, TPC and Thunderbirds on the parking requirements for the Phoenix Open. Make presentations as necessary to TPC/Stadium/Westworld/sub-committee, City Council and other committees, public agencies and citizen groups. Prepare reports, develop budgets and collect necessary statistical information. Assist with Scottsdale Stadium contracts, plans and operational issues.

Manage and oversee the City's golf concessions/contracts/leases. Insure contract compliance by all parties, including the monitoring and oversight of annual revenues. Manage the relationship with the Arizona Golf Association. Represent the City golf perspective on lease issues. Act as the City's golf expert when various golf matters/issues occur in the City.

Develop, facilitate and manage agreements with Homeowners Associations for maintenance of medians and public spaces that are consistent with development stipulations and City policies. Work with city staff to develop new agreements. Monitor contract compliance, resolve maintenance issues and issue payments to HOA's as required in individual contracts. Resolve issues and look for new methods to better meet the intent of these agreements. Prepare, justify, and coordinate the budgets for these agreements.

Develop, facilitate, and manage new contracts and leases for recreational, human services, and cultural facilities on City land or for City programs. Meet with for-profit or non-profit groups or companies to identify potential uses. Develop appropriate contracts and present to appropriate Commissions and City Council. Track contract complaints and complete related reports.

Manage the citywide plan to effectively respond to the Americans with Disabilities Act (ADA) legal requirements. Chair the citywide committee to identify needs, resolve issues, and initiate projects that respond to the ADA. Prepare, coordinate, and manage the required ADA assessments, transaction plans, and other ADA legal requirements. Prepare progress and issues reports for City Council/City Manager. Coordinate resolutions of ADA complaints and develop database to track complaints and resolutions. Work with U.S. Department of Justice as necessary to respond to inquiries or status of complaint resolutions.

Oversees the Adapted Recreation Services program area and integrate with other human services and recreational programs. Develop program components and necessary budgets to effectively respond to citizen needs, legal mandates, and City goals. Develop and prepare appropriate statistical measures, evaluation instruments, and yearly status reports.

Communicate as necessary with Parks and Recreation Commission as well as Human Services

Commission.

Assist with the development of intergovernmental agreements, contracts, operational plans, grants, and award applications as needed within the Community Services Department.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Developing, analyzing and managing contracts, leases, grants, and agreements with private and public organizations.

Ability to:

Prepare, justify and coordinate budgets.

Make presentations to various groups.

Effectively develop, analyze and manage contracts, leases, grants, and agreements with private and public organizations.

Effectively coordinate and manage issues with city staff and contractors.

Communicate effectively both verbally and in writing

Successfully resolve issues and complaints.

Operate a personal computer, computer programs and other office equipment essential in performing daily activities.

Personify and promote shared responsibility, teamwork and continuous improvement

Comprehend and make inferences from written material and verbal and/or written instructions.

Produce quality written documents.

Collect and analyze data to make recommendations

Establish and maintain effective working relationships with City staff at all levels, private and public organizations, contractors, leasers, and the general public.

Enforce city policies, procedures, agreements, etc.

Education & Experience

A Bachelors degree in Business Management, Recreation or Public Administration and five years of management experience in the Contracts Management, Parks and Recreation Management
Must have demonstrated experience in developing and managing contracts, leases, grants, and agreements with private and public organizations.

Must possess a valid Arizona driver's license with no major driving citations within the last 39 months.

FLSA Status: Exempt

HR Ordinance Status: Unclassified